

MADERA COUNTY

DEPUTY ROAD COMMISSIONER

DEFINITION

Under administrative direction, to manage, supervise, and coordinate the activities and operations of the Engineering Division within the Road Department; to perform a variety of complex civil engineering work in the design and construction of County roads and bridges; to assist the County Road Commissioner with the administration and supervision of County's road maintenance, repair, and construction functions; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manages, supervises, and coordinates the activities and operations of the Engineering Division within the Road Department; participates in the development and implementation of goals, objectives, policies, and priorities for the Engineering Division; selects, directs, supervises, trains, and evaluates assigned personnel; performs difficult and complex engineering work in the preparation of plans and specifications for County roads and bridges; plans and directs the work of other engineering staff in the planning, design, surveying, and inspection of road and bridge projects; oversees the development of transportation and traffic flow plans for the areas; ensures proper construction inspection of road and bridge projects; oversees the preparation of environmental assessments, environmental impact reports, and negative declarations for road and bridge projects; assigns and reviews the work of the survey crew; consults with subordinate supervisors on construction and maintenance projects; requisitions supplies for office and field personnel; participates in the development and administration of the assigned budget and in preparing budget requests and controlling expenditures; assists with the preparation of ordinances, resolutions, and Board of Supervisors agenda items; provides technical input for a variety of committees; oversees and reviews road and easement abandonment applications; prepares and reviews complex engineering reports; assists the Road Commissioner with the administration and supervision of Department functions; serves as the Road Commissioner upon the request or absence of the Road Commissioner.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering applicable to the planning, design, and construction of roads and bridges.

Principles and methods of planning and directing a comprehensive highway and bridge maintenance, construction and repair program.

Mathematics, design methods, and uses and strengths of construction materials, standard specifications, and effect of soil conditions.

Pertinent Federal, State, and local laws, codes, and regulations including those related to the design and construction of roads, bridges, and related facilities, including labor and safety requirements.

Transportation planning procedures and requirements.

Cost estimating and contract administration principles.

Principles, practices, safety requirements, and laws related to surveying and construction inspection.

Principles and practices of budget development, preparation, and expenditure control.

Principles of supervision, training, and performance evaluation.

Computer software applications as required for successful job performance.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Manage, supervise, and coordinate road engineering activities and operations.

Utilize personnel and material in an effective and efficient manner.

Establish short and long- term work plans.

Supervise, train, and evaluate assigned staff.

Plan, carry out, and complete a variety of road and bridge engineering projects.

Prepare engineering estimates, plans, designs, and specifications for public works projects.

Solve engineering problems utilizing a variety of engineering techniques.

Oversee construction inspection and surveying functions.

Perform construction inspection as a resident engineer.

Prepare comprehensive technical reports and recommendations.

Assist with the general administration and supervision of the Road Department functions.

Effectively represent the Road Department to citizens, community groups, contractors, and other government agencies.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience and Training:

Graduation from an accredited college or university with major course work in civil engineering or a related field **AND** four (4) years of civil engineering experience or experience in the maintenance and construction of highways, with at least two (2) years in an administrative or supervisory capacity (relative experience may substitute for education on a year-for-year basis).

License or Certificate:

Possession of registration as a Civil Engineer in the State of California is desirable.
Possession of registration as a Land Surveyor in the State of California is desirable.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, climb, and lift 30 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: May, 1995
November, 2007 – Adoption & Amendment of Replacement Spec